

Insert:  
grant submission  
deadline

Resolution of the City of Gustavus, Alaska  
Resolution No. 2011-05

**A Resolution to Adopt "Policy on Submission of Grant Proposals and  
Capital Requests of \$5,000 or Greater"**

**WHEREAS** the City of Gustavus has the need to develop a body of policy and procedure documents for the submission of grant proposals and capital requests; and


**WHEREAS** a grant proposal or capital request for a large project or purchase requires a documented planning process that is more formal and extensive than that required for small grant proposals of under \$5,000.00; and

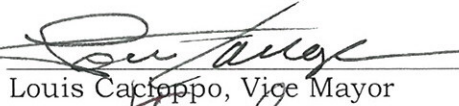
**WHEREAS** this policy and procedure document has benefited from several draft documents pertaining to the submission of grant proposals and capital requests authored by the City Council and the Planning Committee through 2008; and

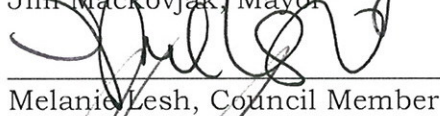
**WHEREAS** this policy has been under discussion by the Council since November 4, 2010 and has been published since December 17, 2010;

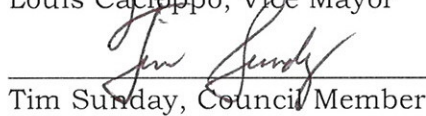
**AND NOW THEREFORE BE IT RESOLVED** that the Gustavus City Council adopts Resolution 2011-05, which includes Exhibit A "Policy on Submission of Grant Proposals and Capital Requests of \$5,000 or Greater."

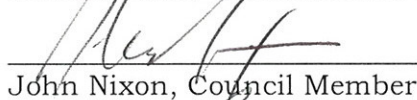
PASSED and APPROVED by the Gustavus City Council this 13<sup>th</sup> day of January, 2011.

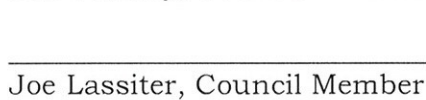
  
Jim Mackovjak, Mayor

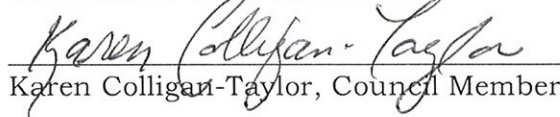
  
Louis Cacoppe, Vice Mayor

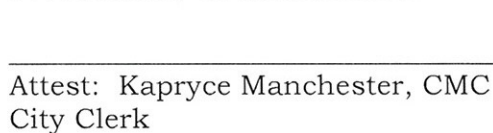
  
Melanie Lesh, Council Member

  
Tim Sunday, Council Member

  
John Nixon, Council Member

  
Joe Lassiter, Council Member

  
Karen Colligan-Taylor, Council Member

  
Attest: Kapryce Manchester, CMC  
City Clerk

## Exhibit A

### CITY OF GUSTAVUS POLICIES AND PROCEDURES

#### Policy on Submission of Grant Proposals and Capital Requests of \$5,000 or Greater

##### POLICY

This policy and procedure apply to requests of \$5,000 or greater for projects and capital purchases. For smaller requests, please see *Policy on Submission of Small Grant Proposals*. Grant proposals and other funding requests may be submitted for special one-time projects or capital purchases consistent with annual work plan priorities. A grant proposal or capital request will be the funding stage in a long-term planning process (see *Policy on Annual Work Plan* and *Policy on Project Planning* with attachments: *Project Planning and Approval Process Flow Chart*, *Project Scoping and Development Form*). For large projects or purchases, the scoping plan must be pre-approved by the City Council. The proposal will undergo review by the originating committee and forwarded to the City Council for their review and vote. All funds will be administered by the City.

##### PROCEDURE

**At the staff/committee level:** A staff member or a committee identifies a grant opportunity reflecting their committee's planning priorities. If the plan has not already been accepted by the City Council, the committee will go through a planning process, following the *P&P on Project Planning*. If an accepted plan is in place, the terms of the grant will be reviewed by the committee to see if it is worthy of further action. The proposal will be written as a collaborative effort within the committee (where no staff association exists) or between a staff member and his/her related committee. A grant proposal generally includes the following elements:

- Project title
- Committee name and contact person (e-mail, telephone)
- Overview of the committee/department and its purpose
- Reason for funding request
- Amount requested
- The need the project/purchase intends to meet
- Business plan (if relevant)
- Budget (if relevant; include continuing budget needs for maintenance or management or staffing in the future)
- Matching fund requirement (if any) and source of that funding
- History (Prior requests, etc.)
- Related resolutions

Each grant proposal or other funding request must reflect the committee's goals in the *Annual Work Plan* and must be accompanied by the *Project Scoping and Development Form* (filled in to the extent applicable), which documents impacts, public input, alternatives explored, and so on. The final product will be approved by vote of the committee.

**Submission to the City Council:** Next, the proposal and related documents will be submitted to the City Council, which will determine whether the proposal falls within the parameters of the Gustavus Strategic Plan and will consider possible impacts on the community, including financial ramifications. The City Council may consult the Planning or Finance Committees for additional viewpoints.

**City Council Determination:** The City Council will vote on the merits of endorsing the proposal. In approving or rejecting the proposal, the Council will consider the merits of the intended outcome as well as the quality, clarity, and thoroughness of the proposal and its documentation. The Council may also vote to refer the proposal back to the committee for further work. Copies of proposals and accompanying documentation will be retained in the City files pursuant to the City's record retention schedule.

**Administration:** Grant monies awarded to the City (any city department/committee) shall be administered by the City (the Mayor and/or the City Clerk).

**Grant Reports:** Grant reports are the responsibility of the committee submitting the proposal. Grant reports shall be signed by the Mayor or authorized official and retained in City files pursuant to the City's record retention schedule.